



# 2019 COMMUNITY GRANT GUIDELINES

## **ABOUT THE HOPEWELL HARVEST FAIR**

The Hopewell Harvest Fair is a volunteer community event designed to provide a day of fun and entertainment for the families and friends of the Hopewell Valley. It is held annually to unite community groups, civic organizations, and individuals toward the common goal of community celebration, entertainment, recreation, and fundraising.

Through the generosity and cooperation of area businesses and community members, the Hopewell Harvest Fair has successfully achieved these goals since 1987.

Hopewell Harvest Fair bylaws, policies, and related documents can be viewed at the Hopewell Public Library, 13 East Broad Street, Hopewell.

## **THE HOPEWELL HARVEST FAIR GRANT PROGRAM**

Each year a majority of the proceeds raised at the Hopewell Harvest Fair are given back to the community in the form of grants to local nonprofit organizations. The grant program provides support to programs that meet the needs of residents of Hopewell Valley. In 33 years, over \$215,000 has been distributed, mostly in the form of grants under \$500.

## **2019 APPLICATION INSTRUCTIONS**

Nonprofit organizations working in the greater Hopewell Valley are invited to participate in this year's grant application process. Funds may be applied to either special projects or specific operating expenses. Only one grant request per nonprofit group, please (e.g., ABC Committee and 123 Committee within XYZ Organization may submit only one grant request).

Priority for funding will be given to (a) organizations working directly in the Hopewell Valley and (b) projects that we have not funded in the past. Participation in the fair is not required, however it is taken into consideration in the granting process.

We are unable to offer funding to political or religious causes.

Please note: The Hopewell Harvest Fair is a registered 501(c)(3) organization. Organizations requesting funding from the Hopewell Harvest Fair must show that they are exempt under section 501(c)(3).

## **SUBMISSION INSTRUCTIONS**

Applications are available online at [www.hopewellharvestfair.org/grants](http://www.hopewellharvestfair.org/grants) through a link to a Google Form, and must be submitted by Saturday, October 5, 2019.

**Instructions - all materials due by SATURDAY, OCTOBER 5, 2019.**

1. Fill out all sections of the Google form.
2. If you are unable to upload it in the form, email your organization's budget to [grants@hopewellharvestfair.org](mailto:grants@hopewellharvestfair.org)
3. If you are unable to upload it in this form and have not sent it in previous years, email a copy of your organization's 501(c)3 status letter from the IRS to [grants@hopewellharvestfair.org](mailto:grants@hopewellharvestfair.org).

All grant recipients must send a final report letter within 60 days of the completion of their project. This final report must be submitted before future applications are considered.

If you have any questions, please email us at [grants@hopewellharvestfair.org](mailto:grants@hopewellharvestfair.org).